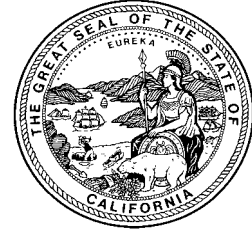


# C.E.A.



## CAREER EXECUTIVE ASSIGNMENT

An Affirmative Action Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** STATE TREASURER'S OFFICE

**POSITION TITLE:** C.E.A. 4 - GENERAL COUNSEL  
\$8426 - \$9287

**FINAL FILING DATE:** Until Filled

#### DUTIES/RESPONSIBILITIES:

The General Counsel functions as the Chief Legal Advisor to the State Treasurer and provides legal and policy advice regarding all aspects of the Treasurer's Office and the Authorities, Boards and Commissions for which the Treasurer serves as Chair or Member. Responsibilities include functioning as the legal advisor to the Treasurer and the State Treasurer's Office on extremely complex and sensitive issues including:

- The Treasurer's duties and responsibilities as the agent for sale and trustee on state bonds, as the legal custodian of cash/securities owned by the State, and investor of state funds;
- The Treasurer's duties and responsibilities as Chair and Member of numerous State boards and commissions - including various financing authorities, the State retirement systems, and other highly visible state entities;
- Constitutional, statutory, and regulatory authority for existing programs as well as new initiatives by the Treasurer's Office and conduit boards/authorities;
- Compliance with the Political Reform Act;
- Compliance with miscellaneous government laws, including open meeting and public record laws.

The General Counsel works closely with the Treasurer and his Executive staff, and directs and reviews the work of a small legal staff. The General Counsel also works on a day-to-day basis with outside counsel and the Attorney General's Office.

#### EXAMINATION INFORMATION:

The examination will consist of an application/resume evaluation. Interviews may be conducted if the evaluation committee or appointing power finds it necessary.

## **MINIMUM QUALIFICATIONS:**

Applicants must be (1) a current State employee with permanent California Civil Service status, (2) employed by the California Legislature for two or more consecutive years as provided in Government Code Section 18990, or (3) a nonelected exempt employee of the Executive Branch for two or more consecutive years as provided in Government Code Section 18992 and must satisfy the following minimum qualifications:

- a. Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment).

Applicants must also have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity program objectives and a manager's role in the EEO Program.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State Service, other government settings, or in a private organization):

"Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management."

## **DESIRABLE QUALIFICATIONS:**

- Understanding of the organization, functions and processes of California Government, knowledge of administrative law, and the conduct of proceedings before administrative bodies.
- Ability to assess complex and sensitive legal problems and make recommendations to top management in all areas that affect the State Treasurer.
- Extensive knowledge of legal issues related to banking, investments and securities.
- Knowledge of issues involving the Political Reform Act applicability to elected officials and their staff.
- Excellent speaking and writing skills.
- Good judgment and the ability to act with diplomacy and tact when dealing with confidential and controversial issues.
- Ability to coordinate and oversee litigation with the Attorney General's Office.

**USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used to fill the General Counsel position and may be used to fill any subsequent vacancies in the position for a period of twelve months. However, the department may elect to consider new applicants in addition to those previously screened.

Any questions regarding this exam should be directed to Debbie Sequeira, Staff Services Manager I, at (916) 653-7175.

**FILING INSTRUCTIONS:**

You must file a standard State application, Form 678, available at the State Personnel Board or at the State Treasurer's Office. Applications may be filed in person or by mail with the:

State Treasurer's Office  
Personnel Office  
Attn: Debbie Sequeira  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

If interviews are held, applicants accepted into the interview are required to bring either a photo identification card or two forms of signed identification.

March 9, 2005